

PLANNING DIRECTOR

POSITION: 41201

SALARY GRADE: A 58

EXEMPT

(The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.)

Purpose:

Manage and direct staff in setting and obtaining department goals and objective to accomplish a unified and comprehensive planning, zoning and community development program.

Essential Functions:

- Manages and supervises subordinate personnel for adherence to established goals, objectives and standards;
- Plans and develops goals/objectives for division personnel;
- Provides direction for planning programs concerning current and day-to-day activities;
- Plans and directs the development and implantation of a continuing unified and comprehensive current and long range planning process; coordination of planning and community development programs;
- Facilitates compliance with local codes/ordinances governing development of land, fringe area developments, and other land uses;
- Plans/oversees annexation studies and formulates recommendations;
- Responds to citizen concerns regarding areas of responsibility;
- Provides staff assistance to the Planning Commission, Kingsport Citizen's Advisory Committee and the Board of Mayor and Aldermen; Historic Zoning Commission;
- Participates in various boards and commissions;
- Represents the city and department at a variety of public meetings/events for collaboration and communication of development goals and objectives;
- Performs other related duties as assigned.

Qualifications:

- Thorough knowledge of theories, principles, and practices of urban/regional planning and community development;
- Thorough knowledge of federal, state, and local laws and standards applicable to community development and planning;
- Thorough knowledge of the community, its needs, growth potential, and resources;
- Skill in planning, organizing, directing, and supervising a comprehensive planning and community development program;
- Skill in providing technical and professional guidance to subordinate staff and to secure acceptance from official bodies and the public of planning and community development objectives;
- Skill in communicating effectively, orally and in writing, and to make effective presentations to professional and lay groups;
- Skill in analyzing problems and situations and identifying alternative solutions;
- Skill in establishing and maintaining effective working relationships with other city employees and the general public.

Education and Experience:

Master's Degree from a known, accepted and accredited college/university in the field of Planning, Public Administration or closely related area of study; 10 years of experience in urban planning and community development with 3 years in a supervisory role. AICP required.

PLANNING DIRECTOR

Physical Requirements	Amount of time			
	None	Occasionally (Up to 33% of the time)	Frequently (33%-66% of the time)	Constantly (More than 66% of the time)
Standing		X		
Walking (including rough/uneven surfaces)		X		
Sitting			X	
Fingering or manual dexterity			X	
Repetitive finger motion			X	
Lifting or exerting force				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			
Reaching and stretching			X	
Climbing and balancing	X			
Squatting and bending		X		
Kneeling and crawling	X			
Speaking				X
Hearing				X
Tasting	X			
Smelling	X			
Seeing (with correction)				X
Close vision			X	
Distance vision			X	
Color discrimination			X	
Peripheral vision			X	
Depth perception			X	
Focusing ability			X	
Work Environment	Amount of time			
	None	Occasionally (Up to 33% of the time)	Frequently (33%-66% of the time)	Constantly (More than 66% of the time)
Outdoor weather conditions		X		
Wet or humid conditions (weather)	X			
Extreme cold (weather)	X			
Extreme heat (weather)	X			
Fumes or air-borne particles	X			
Toxic or caustic chemicals	X			
Blood-borne pathogens	X			
Risk of fire or explosion	X			
Risk of electric shock	X			
Risk of radiation	X			
Risk of drowning	X			
Prolonged exposure to vibration	X			
Loud noise level	X			
Special/Unusual Working Conditions	X			